

# FY 2005 Municipal Recycling Grant Instructions and Equipment Descriptions

## **Commonwealth of Massachusetts**

Department of Environmental Protection



The FY2005 Municipal Recycling Grant application has been issued by the Massachusetts Department of Environmental Protection (DEP). This application provides municipalities or regional groups with the means to qualify for recycling and composting equipment, consumer education materials, Pay-as-You-Throw grant assistance, and technical assistance from DEP.

DEP awards recycling grants both on the basis of the municipality's ability to use the grant items productively, and on the municipality's need for the grant. On the basis of this application, DEP may either grant requested items immediately, hold your application for competitive consideration, or ask you to provide further evidence of your need and ability to use the materials. Important details on the submission of the grant application are described below.

1. The application must be signed (or submitted on-line) by a municipal official with authority to apply for grants on behalf of the municipality.
2. Unless otherwise noted, all information should pertain to programs that the municipality has a role in contracting or operating.
3. Applicants should provide information as accurately as possible. Please qualify answers with additional comments whenever appropriate.
4. Applications can be submitted one of two ways:
  - a. On-line up at <https://edep.dep.mass.gov/DEPHome.aspx> OR
  - b. Written applications must be sent to the following address (facsimile transmissions will not be accepted):

RECYCLING GRANTS  
DEP, Municipal Waste Reduction Program  
One Winter Street, 10th Floor  
Boston, MA 02108
5. Municipalities must have a Municipal Buy Recycled Policy and CY2003 Recycling Data Sheet on file at DEP or submit them by the application deadline. For questions on the CY2003 Recycling Data Sheet please contact Amy Roth at (617) 292-5634. For information on Buy Recycled Policies please contact Peggy Harlow at (617) 292-5861.
6. **Deadline: September 9, 2004**

Eligible grant requests will be processed as they are received. The final deadline for submissions is 5 p.m. on September 9, 2004 for both on-line or written applications. Applications will be considered after the deadline only if funds are available. **If you have questions about the grant application, please call (617) 292-5861.**
7. All awards are conditional pending signature of a grant agreement or contract between DEP and the municipality's chief executive official or designee with the authority to sign state grant contracts.

*Please consult the following Grant Equipment Descriptions for more information on the DEP FY2005 Municipal Recycling Grant Program.*

## Equipment Grant Item Descriptions

The following equipment is being offered on the FY2005 Recycling Grant Application. All items are also available for purchase by municipalities at the state contract prices.

### CURBSIDE SET-OUT CONTAINERS:

<b>Application:</b> Set-out containers are for curbside recycling programs.		
Recycled Content	75 percent minimum of recycled plastic	
Hot Stamping	Long Side A: Massachusetts recycling logo, "Recycle. a little effort, a Big difference, provided by MA Dept. of Environmental Protection" (on grantee boxes only), Long Side B: "(Grantee's name) Recycles", Grantee's logo, and panel for resident's address (additional charge may apply). Custom stamping is available, although there may be an extra charge depending on the size of your order.	
Vendor Contract # FAC 31	New vendor contracts are being finalized.	
Available Colors	Black, blue, brown, gray, green	
Container Sizes	14 gallon	18 gallon

For more information on set-outs, call Peggy Harlow (617) 292-5861.

### CURBSIDE RECYCLING STICKERS:



These stickers serve as a low-cost alternative to curbside set-out bins for residents that need additional storage capacity for recyclables. In lieu of a second set-out, municipalities can provide this oversized "bumper sticker style" decal for residents to place on a container of their choice. The stickers are intended to identify to the curbside recycling hauler that the contents of the container are recyclable. Four different stickers are available. The dimensions of each are 4" x 26". Municipalities interested in this item, should check with their curbside haulers to make sure that they will collect containers with these stickers.

### PUBLIC AREA RECYCLING CONTAINERS



This unit is designed as a retro-fit for existing public area cement base and steel top trash containers. The all stainless steel Pyramid-Top has two 4 inch openings to accept cans and bottles for recycling and includes a recycling message that is laser cut into the metal. Two sides have the international recycle logo with the word "RECYCLE". The other two sides have 4 inch round openings. Below each opening are the words "CANS & BOTTLES", and an image of a can and bottle within a chasing arrow circle.

The underside is a stainless steel hopper chute, which holds the recyclables. A spring loaded bottom trap door (with drain holes) releases the materials for collection of recyclables, and allows leftover non-recyclables to be easily emptied directly into the trash container below.

**PUBLIC AREA RECYCLING CONTAINERS (continued):**

<b>Application:</b> These containers are designed to be placed on an existing public space trash can for the collection of deposit containers to facilitate their recycling, reduce trash and minimizing littering by people looking to redeem containers.	
Recycled Content	Minimum 65 percent recycled materials
Dimensions	Fits 24" x 24" square top trash receptacle. 19" tall, 5 gallon capacity
Vendor Contract # FAC 31	EcoPop Designs, Mitch Reid, (650) 728-9220 Box 269 Pacifica, CA 94044
Price	0-50 units \$475 each 51-100 units \$460 each 101+ units \$445 each

For more information on public spaces recycling containers, call Peggy Harlow (617) 292-5861.

**ROLL-OFF CONTAINERS:**

<b>Application:</b> Roll-off containers are available for drop-off recycling programs. Requests from municipalities that have received 3 or more DEP roll-offs in prior years may be considered low priority.				
Vendor Contract	The DEP is re-bidding the expired roll-off container contract. We anticipate that the rise in steel costs will result in roll-off pricing that is higher than previous contract pricing and will fall in the range of \$4,250 to \$5,250			
Style/ Size	Open-top 30 cu yds	Open-top 40 cu yds	Closed-top 30 cu yds	Closed-top 40 cu yds
Dimensions (load height)	~22'x8'x6'6"	~22'x8'x8'8"	~22'x8'x6'4"	~22'x8'x8'5.5"
Dividers	Dividers will be an option requested on the bid specification			
Color	Green			

**WHEELED RECYCLING CARTS:**

<b>Application:</b> Wheeled recycling carts are being offered for use in school and multi-family recycling collection programs. These carts are also being offered for use in municipally sponsored business recycling programs.	
Hot Stamping	Massachusetts recycling logo, "Recycle. a little effort, a Big difference, provided by MA Dept. of Environmental Protection" (on grantee carts only), Options for material specific information (paper, cans, etc.) Custom stamping is available from all vendors, although there may be an extra charge depending on the size of your order.
Vendor Contract #FAC 31	Vendor contracts are being finalized.
Available Colors	Blue, green, black, brown, gray
Cart Size	32, 68 and 95 gallon
Additional Notes	Minimum order: 25 carts

See the chart below for assistance in estimating the number of carts you will need for each multi-family building and material(s) collected. Keep in mind that these are only guidelines, and that other variables such as space limitations, storage time, and equipment compatibility should be considered. For smaller buildings, or buildings where storage space limitations are an issue, municipalities may want to consider using 32-35 gallon carts.

### Multi-family Wheeled Cart Needs Estimation Chart: *(based off of weekly collection)*

Newspaper And Magazines			Commingled Containers		
# Of Units	# of Carts	Size of Cart	# Of Units	# of Carts	Size of Cart
24 or Less	1	64-68 gal	30 or Less	1	64-68 gal
25 – 36	1	90-96 gal	31 - 43	1	90-96 gal
37 – 70	2	90-96 gal	44 – 87	2	90-96 gal
71 – 105	3	90-96 gal	88 – 131	3	90-96 gal
106 – 141	4	90-96 gal	132 – 175	4	90-96 gal
142 – 176	5	90-96 gal	176 – 219	5	90-96 gal
177 – 211	6	90-96 gal	220 - 263	6	90-96 gal
212 – 246	7	90-96 gal			

Use of a smaller size cart (65 or 35 gallon), may be a better choice for heavier items, such as paper.

### CONSUMER EDUCATION MATERIALS:

**Customized consumer education materials** are available in DEP's format, to promote your individual curbside or drop-off recycling programs. If awarded a customized grant, you will provide DEP with specific information about your recycling program that will be used to design your education materials **using DEP's format**. DEP will print and mail these education materials directly to your residents. In addition each grantee is provided with an extra 5% of mailers for hand distribution at events or to new residents. At the time of printing, towns wishing more than the granted 5% extras may request additional copies and pay the costs associated with those copies. The "X" in the boxes below indicates which customized materials are available for which type of program.

Program Type / Design	Postcard	Sticker	Chart	
New Curbside	X	X	X	
New Drop-off	X		X	
Existing Curbside & Drop-off	X		X	
Printing	Materials are printed on post-consumer recycled paper with vegetable-based ink in two colors.			
Mailing	DEP will direct mail education materials to all residents and businesses in your municipality.			

**Postage Only Alternative:** Due to limited funds, DEP may not be able to provide customized consumer education materials to the extent it has in the past. DEP is entertaining grant requests for municipalities interested in receiving a grant in which DEP would only pay for the bulk mailing postage costs of a **town-designed and printed recycling brochure**. Brochures must conform to DEP/U.S. Postal parameters.

**Standardized educational materials** are available for promoting source reduction efforts, multi-family recycling, source reduction of grass clippings, the "how to's" of backyard composting and "junk mail" reduction. Municipalities will be responsible for distributing these materials to their residents. DEP will deliver all standardized materials to your town for distribution.

**Waste Reduction bookmark-** This bookmark is designed for distribution to residents and outlines ways in which individuals can reduce the amount of waste they generate. Its size allows for it to be distributed to residents as part of another mailing.

**Junk Mail Reduction Kits-** This kit contains information on how to reduce the flow of junk mail to residents, including postcards that residents can mail in to have their name removed from mailing lists. DEP will provide kits for up to 10% of municipality's households. Additional kits may be purchased from the printer.

**Multi-family recycling door hangers-** are available for distribution to building owners/property managers and are designed to enable users to add additional information specific to a building's or community's recycling program. DEP is offering a Springfield MRF version as well as a Spanish version of the door hangers.

**"Don't Trash Grass" brochures** and **"Home Composting" brochures** promoting source reduction of yard waste and grass clippings are also available.

### **"PAY-AS-YOU-THROW" ASSISTANCE:**

DEP is offering grants to assist qualified municipalities who are instituting new unit-based pricing/ "Pay-as-You-Throw" (PAYT) programs. Municipalities with established PAYT programs will not be eligible for grants, but may purchase stickers and bags from the vendors on state contract.

Grant funds may be used to fund the costs of bags, stickers and other start-up costs of new PAYT programs as pre-approved by DEP. Grantees **may receive up to \$10/participating household** for these costs. The grant program will consider requests for both single family (up to 6 units) and multi-family housing (7+ units) programs. Awards over \$20,000 may be disbursed to eligible municipalities over two fiscal years. Grants will be capped at \$125,000 per municipality. Grant funding may not be used to pay for the disposal of solid waste or recyclables processing. Grantees will be required to submit quarterly reports to DEP during the grant period and a final report outlining program implementation and results.

### **Eligibility requirements: New PAYT programs must meet the following criteria:**

- Grantee municipality is required to provide a detailed implementation plan and timeline for their PAYT program and verification that the program has been approved and budgeted for by the appropriate decision-making body (Board of Health, Board of Selectmen, Town Meeting, City Council).
- Grantees must commit to operating the PAYT program for a minimum of two years or more; at DEP's discretion, the minimum program requirement may be larger, depending on the size of the award.
- PAYT grantees must set a fee structure that insures that fixed costs of solid waste collection will be covered substantially by the tax base or other funding source, and variable costs will be placed on the bag or stickers.
- Grantee municipalities offering an annual allotment of bags or stickers to residents shall not exceed one bag or barrel per week/per household.
- **Curbside municipalities** receiving PAYT grants must provide weekly collection of recyclables or provide a second or larger recycling bins (capacity equal to or greater than 32 gal).
- **Drop-off municipalities** receiving PAYT grants must adopt an ordinance or establish permit conditions requiring private subscription haulers to provide integrated solid waste and recycling services to their customers. (i.e., all customers receive recycling collection with trash collection.)
- A municipality proposing a multi-family PAYT program will be required to approve an ordinance requiring multi-family property owner and resident participation.
- For more information on starting a PAYT program, call Joseph Lambert at (617) 574-6875.

**PAYT Bag Pricing:** Notes on Prices: All listed prices include delivery within 30 days from receipt of order for orders under 250,000 and within 60 days from receipt of order for orders over 250,000.

Specifications:	1.5 mil LDPE plastic with 20% recycled content					
Vendor Contract # DEP 99-2000-04	<b>The Bag Company</b> Paul Bitters, (413) 774-3683, (413) 774-4001 (fax)			<b>Bags and Boxes</b> Jeff Marcotte, (800) 696-6702 or (207) 795-6702, (207) 782-9597 (fax)		
Available Colors	Clear, blue, yellow, light green, orange			Clear (opaque), yellow, blue, light green, orange		
<b>12-16 gallon bags</b>						
Quantity	10-pack*	5-pack	Bulk*	Quantity	10-pack	5-pack
25,000 ( <i>min order</i> )	\$ 0.08175	\$0.08747	\$0.076	25,000 ( <i>min order</i> )	\$ 0.0986	\$ 0.10475
26,001 – 99,000	\$ 0.08025	\$0.08587	\$0.07425	25,001 - 100,000	\$ 0.0930	\$ 0.09915
100,00 - 249,000	\$ 0.0745	\$0.07972	\$0.06975	100,001 - 249,999	\$ 0.08925	\$ 0.0954
250,000 +	\$ 0.072	\$0.07704	\$0.06775	250,000 +	\$ 0.08450	\$ 0.09065
<b>30-33 gallon bags</b>						
Quantity	10-pack*	5-pack	Bulk*	Quantity	10-pack	5-pack
25,000 ( <i>min order</i> )	\$ 0.13725	\$0.14686	\$0.128	25,000( <i>min order</i> )	\$ 0.15185	\$ 0.158
26,001 – 99,000	\$ 0.134	\$0.14338	\$0.12425	25,001 - 100,000	\$ 0.14435	\$ 0.1505
100,00 - 249,000	\$ 0.1275	\$0.13643	\$0.1175	100,001 - 249,999	\$ 0.13935	\$ 0.1455
250,000 +	\$ 0.124	\$0.13268	\$0.11425	250,000 +	\$ 0.13185	\$ 0.138
One time artwork charge	No charge, but must supply camera-ready artwork.			No charge, but must supply camera-ready artwork.		
Other	Offers scanable bar code option * “Handy Handle” bag offered at same price			Offers inventory control system		

## HOME COMPOSTING BINS:

All bins are rodent resistant, have openings to allow efficient, aerobic composting, and require simple, no-tool assembly. They differ primarily in design and capacity, ranging from 11 to 30 cubic feet. Specifications for each bin type are summarized below. Communities may choose to make one or several types of bins available to residents.

**Municipal Home Composting Bin Distribution:** In order to maximize bin distribution, grantees must agree to sell the bins to the public at a discount, place the revenue received into a dedicated account, and continue to reorder bins until the funds are depleted or the public demand is met. DEP expects each grantee to distribute two bins for each bin awarded. For example, a town that is granted 200 bins may sell them to residents for half price (plus tax), put the revenue in a dedicated account, and use the money to order 100 more bins. Revenue from sales of the additional bins is used to purchase 50 bins, and so on until the fund is depleted and a total of nearly 400 bins have been sold.


Please contact Ann McGovern, at (617) 292-5834 for further information on compost bins.

## Compost Bins:

Bin Name	New Age Composter, BIN-11 New Age Composter, BIN-24 New Age Composter, BIN-30 (formerly Brave New Composters)	Earth Machine
Vendor Contract #FAC31	New England Plastics Corp. 126 Duchaine Blvd. New Bedford, MA 02745 Contact: Trudy Wood Phone: (508) 998-3111 FAX: (508) 995-8895	Norseman Plastics Ltd. 39 Westmore Dr. Rexdale, Ontario Canada M9V 3Y6 Contact: Art MacKenzie Phone: (800) 267-4391 FAX: (416) 745-7140
Capacity	BIN-11: 11 cubic feet BIN-24: 24 cubic feet BIN-30: 30 cubic feet	11 cubic feet
Shape/ Dimensions	Cylindrical Diameter: adjustable from 26" to 44" Height: BIN-11: 28" BIN-24: 32" BIN-30: 34"	Conical Diameter: 30" at base, 18" at top Height: 33"
Special features	Adjustable diameter; Self-aerating via cone-shaped floor	Sliding door for compost removal
Recycled content	50% post-consumer recycled HDPE	50% post-consumer recycled HDPE
Color	Black	Black
Warranty	10 year	10 year
Bin Price	BIN-11: \$32.00 BIN-24: \$38.00 BIN-30: \$43.00	\$27.50
Price to retailers	BIN-11: \$32.00 BIN-24: \$38.00 BIN-30: \$43.00	\$27.50

## KITCHEN SCRAP BUCKETS:

**Application:** Buckets are designed as an household collection container for the temporary storage of kitchen food waste prior to being placed in the compost bin. Buckets are to be distributed in conjunction with an active or new home compost bin program. Grant program will provide a sticker with each bucket, listing the "Do's and Don'ts" of food items to put in compost bins.

Vendor Contract #FAC 31	Norseman Plastics Art MacKenzie, (800) 267-4391, (416) 745-7140 (fax)	
Available Colors	Standard color is beige; other colors quoted on request	
Price	1-250 251-500	\$5.95 per unit \$5.70 per unit
Capacity	7-1/2 litre capacity	
	Additional notes:	
	360 degree double rim closure; Snap latch tightly secures lid to body; In-molded mounting bracket. Optional external mounting bracket available for additional \$0.25 (not part of grant).  Shipping: 20 or 25 per box, 500 per pallet	

## RAIN BARRELS and WATER CONSERVATION KITS:

**Distribution:** In order to maximize distribution, grantees must agree to sell the barrels and conservation kits to the public at a discount, place the revenue received into a dedicated account, and continue to reorder bins until the funds are depleted or the public demand is met.

<b>Application:</b> Rain barrels are designed to capture rainwater from downspouts allowing for the reuse of water in residential settings.	
Vendor Contract #FAC 31	Vendor contracts are being finalized.
Capacity	55 gallons made out of reused food grade plastic barrels
Additional Features:	Animal/insect resistant, insect screen, two fittings (one for outflow, one for overflow protection), overflow hose. Dark color prevents light transmission and inhibits algae growth.